



**AGENDA**  
**CCMC AUTHORITY BOARD OF DIRECTORS**  
**CCMC CONFERENCE ROOM**  
**February 27<sup>th</sup> 2020 at 6:00PM**  
**REGULAR MEETING**

AT CCMC, WE BELIEVE THAT HEALTHY PEOPLE CREATE A HEALTHY COMMUNITY.

**Board of Directors**

Greg Meyer exp. 3/22  
Kristin Carpenter exp. 3/20  
Linnea Ronnegard exp. 3/21  
Gary Graham exp. 3/21  
Chris Bolin exp. 3/20

**CCMC CEO**

Randall Draney

**OPENING:** Call to Order

Roll Call – Greg Meyer, Linnea Ronnegard, Kristin Carpenter, Gary Graham and Chris Bolin

Establishment of a Quorum

**A. APPROVAL OF AGENDA**

**B. CONFLICT OF INTEREST**

**C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS (Speaker must give name and agenda item to which they are addressing.)**

1. Audience Comments (limited to 3 minutes per speaker).
2. Guest Speaker

**D. APPROVAL OF MINUTES**

1. December 17, 2019 Special Meeting Minutes Pgs 1-3
2. January 23, 2020 Special Meeting Minutes Pgs 4-6

**E. BOARD DEVELOPMENT**

**F. REPORTS OF OFFICERS OR ADVISORS**

1. Board Chair Report
2. CEO/CFO Report Pgs 7-9
3. Chief Nursing Officer Report Pgs 10-13
4. Business Office Report
5. Ancillary Services Report Pg 14

**G. DISCUSSION ITEMS**

1. 2020 CMS Surveys - Long Term Care & Life Safety

**H. ACTION ITEMS**

1. ADM 802 – Board Interactions with Staff Pg 15

**I. AUDIENCE PARTICIPATION (limited to 3 minutes per speaker)**

Members of the public are given the opportunity to comment on matters which are within the subject matter jurisdiction of the Board and are appropriate for discussion in an open session.

**J. BOARD MEMBERS COMMENTS**

**K. EXECUTIVE SESSION**

1. CCMC Leadership

**L. ADJOURNMENT**

**For a full packet, go to [www.cityofcordova.net/government/boards-commissions/health-services-board](http://www.cityofcordova.net/government/boards-commissions/health-services-board)**

\*Executive Session: Subjects that may be considered in executive session are: 1) Matters, immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity; 2) Subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; 3) Matters which by law, municipal charter, or ordinance are required to be confidential; 4) Matters involving consideration of governmental records that by law are not subject to public disclosure; 5) Direction to an attorney or labor negotiator regarding the handling of specific legal matters or labor negotiations.

**Minutes**  
**CCMC Authority – Board of Directors**  
**CCMC Admin Conference Room**  
**December 17, 2019 at 6:00pm**  
**Regular Meeting**

**CALL TO ORDER AND ROLL CALL –**

**Greg Meyer** called the Board Meeting to order at 6:00pm.

Board members present: **Greg Meyer, Kristin Carpenter, Gary Graham, and Linnea Ronnegard.**

**A quorum was established. 4 members present.**

CCMC staff present: Randall Draney, CEO; Kelly Kedzierski, CNO; Tamara Russin, Director of Ancillary Services; and Faith Wheeler-Jeppson, Executive Assistant to the CEO.

**A. APPROVAL OF AGENDA**

**M/Graham S/Ronnegard** "I move to approve the Agenda."

**Meyer - yea, Carpenter - yea, Graham - yea, Ronnegard – yea, Bolin - absent**  
**4 yeas, 0 nay, 1 absent; Motion passed.**

**B. CONFLICT OF INTEREST ~ None**

**C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

1. Audience Comments ~ None
2. Guest Speaker ~ None

**D. APPROVAL OF MINUTES**

1. November 12, 2019 Special Meeting Minutes

**M/Ronnegard S/Carpenter** "I move to approve the November 12, 2019 Special Meeting Minutes."

**Meyer - yea, Carpenter - yea, Graham - yea, Ronnegard – yea, Bolin - absent**  
**4 yeas, 0 nay, 1 absent; Motion passed.**

2. November 25, 2019 Special Meeting Minutes

**M/Graham S/Carpenter** "I move to approve the November 25, 2019 Special Meeting Minutes."

**Meyer - yea, Carpenter - yea, Graham - yea, Ronnegard – yea, Bolin - absent**  
**4 yeas, 0 nay, 1 absent; Motion passed.**

**E. BOARD DEVELOPMENT**

1. Community Health Needs Assessment – Reviewed the purpose of the Community Health Needs Assessment, the IRS requirements for conducting a CHNA and the process that CCMC will use for the data collection from the results of the CHNA survey.

**F. REPORTS OF OFFICERS and ADVISORS**

1. Board Chair report – Greg reported that he met with City Council, the City Manager and with NVE, he will have more information to bring to the board for the next meeting.
2. CEO/CFO Report – Randall reported that his written report and Financials are in the packet, Randall reviewed the highlights of the Financials with the Board.
3. Chief Nursing Report – Kelly reported that her reports are in the packet, and she is available to answers any questions to Board may have.
4. Business Office Report – Mariesa reviewed her report for the Business Office with the Board.
6. Ancillary Services Report – Tamara reported that her written report is in the packet, and she is available to answer any questions the Board may have.

**G. CORRESPONDENCE ~ None**

**H. DISCUSSION ITEMS ~ None**

**I. ACTION ITEMS**

1. 2019 Community Health Needs Assessment Approval

**M/Carpenter S/Graham** "I move to approve the 2019 Community Health Needs Assessment."

**Meyer - yea, Carpenter - yea, Ronnegard – yea, Graham - yea, Bolin - absent  
4 yeas, 0 nay, 1 absent; Motion passed.**

2. 2018 CAH Periodic Evaluation Approval

**M/Carpenter S/Ronnegard** "I move to refer Action Item #2 the 2018 CAH Periodic Evaluation and #6 the Delineation of Privileges for Alaska Regional Telemedicine back to staff."

**Meyer - yea, Carpenter - yea, Graham - yea, Ronnegard – yea, Bolin - absent  
4 yeas, 0 nay, 1 absent; Motion passed.**

3. Quality Assurance and Performance Improvement (QAPI) Plan Approval

**M/Ronnegard S/Graham** "I move that the CCMC Authority Board of Directors approve the 2020 QAPI Plan as presented."

**Carpenter - yea, Meyer - yea, Graham - yea, Ronnegard – yea, Bolin - absent  
4 yeas, 0 nay, 1 absent; Motion passed.**

4. Initiation of PERS Termination Study Approval

**M/ Graham S/Ronnegard** "I move that the CCMC Authority Board of Directors direct the Board Chairman Greg Meyer to initiate the PERS Termination Study at an estimated cost to the Cordova Community Medical Center of \$4,000 - \$6,000 with the State of Alaska; Division of Retirement and Benefits."

**M/Carpenter S/Ronnegard** "I move that the CCMC Authority Board of Directors direct the Board Chairman Greg Meyer to initiate the PERS Termination Study at an estimated

cost to the Cordova Community Medical Center not to exceed \$6000.00 with the State of Alaska; Division of Retirement and Benefits.”

**Meyer - yea, , Ronnegard – yea Carpenter - yea, Graham - yea, Bolin - absent 4 yeas, 0 nay, 1 absent; Amendment passed.**

**Meyer - yea, Carpenter - yea, Graham - yea, Ronnegard – yea, Bolin - absent 4 yeas, 0 nay, 1 absent; Main Motion passed.**

5. Suspension of Privileges for Brian Iutzi, M.D.

**M/Carpenter S/Ronnegard** “I move that the CCMC Authority Board of Directors temporarily suspend Brian Iutzi, M.D.’s privileges effective November 27, 2019 per the attached recommendation from Medical Director, Dr. Hannah Sanders.”

**Meyer - yea, Carpenter - yea, Graham - yea, Ronnegard – yea, Bolin - absent 4 yeas, 0 nay, 1 absent; Motion passed.**

6. Delineation of Privileges for Alaska Regional Telemedicine – referred back to staff (please see above motion for Action item #2)

**J. AUDIENCE PARTICIPATION ~ None**

**K. BOARD MEMBERS COMMENTS ~ the board requested a Special Meeting for this Friday, December 20<sup>th</sup> at 12pm in the Conference Room to move forward with the PERS Termination Study documentation. (meeting was subsequently cancelled)**

**L. EXECUTIVE SESSION**

1. CEO Evaluation

**M/Carpenter S/Graham** “I move that the CCMC Authority Board of Directors go into Executive Session for matters, immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity regarding the CEO Evaluation.”

**Meyer - yea, Graham - yea, Carpenter - yea, Ronnegard – yea, Bolin - absent 4 yeas, 0 nay, 1 absent; Motion passed.**

**M. ADJOURNMENT**

**M/Ronnegard S/Bolin** “I move to adjourn”

**Greg Meyer** declared the meeting adjourned at 7:20pm.

**Prepared by: Faith Wheeler-Jeppson**

**Minutes**  
**CCMC Authority – Board of Directors**  
**CCMC Admin Conference Room**  
**January 23, 2020 at 6:00pm**  
**Regular Meeting**

**CALL TO ORDER AND ROLL CALL –**

**Greg Meyer** called the Board Meeting to order at 6:00pm.

Board members present: **Greg Meyer, Kristin Carpenter, Chris Bolin and Linnea Ronnegard.**

**A quorum was established. 4 members present.**

CCMC staff present: Randall Draney, CEO; Kelly Kedzierski, CNO; Tamara Russin, Director of Ancillary Services; Barb Jewell, Behavioral Health Program Manager and Faith Wheeler-Jepson, Executive Assistant to the CEO.

**A. APPROVAL OF AGENDA**

**M/Carpenter S/Ronnegard** "I move to approve the Agenda."

**Meyer - yea, Carpenter - yea, Bolin - yea, Ronnegard – yea, Graham - absent**  
**4 yeas, 0 nay, 1 absent; Motion passed.**

**B. CONFLICT OF INTEREST ~ None**

**C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

1. Audience Comments ~ None
2. Guest Speaker ~ None

**D. BOARD DEVELOPMENT ~ None**

**E. APPROVAL OF MINUTES ~ None**

**F. REPORTS OF OFFICERS and ADVISORS**

1. Board Chair report – Greg provided a copy of the 2017-2019 three year comparison report, Greg and Randall reviewed that with the rest of the board.
2. CEO Report – Randall reported that his written report is in the packet, additional items to mention are that a new rate from the RX purchasing group has been negotiated and that will save 3k per month, we've got a new IT agreement in place and that is down to \$4400 per month, and we have 12 people that have signed up for the CNA class though the college.
3. Finance Report – Randall reported that his written report is in the packet, Randall reviewed the highlights of the written report with the Board.
4. Ancillary Services Report – Tamara reported that her written report is in the packet, additional items to mention are that there was an Audiology Clinic today and it went well, the next one is in March and it's almost full already.
5. Nursing Report – Kelly reported that her written report is in the packet, a couple of additional items to mention are that we have travelers coming in over the course of the next 4-6 weeks, and we're doing Chart Audits daily.

6. Quality Improvement/Infection Control Report – Kelly reported that her written reports are in the packet, if anyone has any questions for her she's happy to answer them. As a side note, we will be having a QAPI meeting tomorrow morning at 9am. And it is Flu season – so if you feel like you have flu-like symptoms practice respiratory etiquette. We also still have some Flu shots so if you need to get one stop by the Clinic.
7. Sound Alternatives Quarterly Report – Barb reported that her quarterly written report is in the packet.
8. Medical Director's Quarterly Report – Medical Director's quarterly written report is in the packet.

**G. CORRESPONDENCE ~ None**

**H. DISCUSSION ITEMS**

1. CHNA Implementation Plan – Randall went over the Implementation Plan, the Board had a thoughtful roundtable discussion about the top priorities as identified by the CHNA Survey results.

**I. ACTION ITEMS**

**1. Delineation of Privileges for AK Regional Telemedicine**

**M/Carpenter S/Ronnegard** "I move that the CCMC Authority Board of Directors approve the Delineation of Privileges for the Alaska Regional Hospital Telemedicine providers as presented."

**Meyer - yea, Bolin - yea, Carpenter - yea, Ronnegard – yea, Graham - absent  
4 yeas, 0 nay, 1 absent; Motion passed.**

**2. 2018 CAH Periodic Evaluation**

**M/Carpenter S/Bolin** "I move that the CCMC Authority Board of Directors approve the 2018 Critical Access Hospital Periodic Evaluation report as presented."

**Meyer - yea, Carpenter - yea, Ronnegard – yea, Bolin - yea, Graham - absent  
4 yeas, 0 nay, 1 absent; Motion passed.**

**3. CEO Contract Renewal**

**M/Carpenter S/Bolin** "I move that the CCMC Authority Board of Directors approve the CEO contract renewal for Randall Draney for an additional period of six months, effective December 31, 2019 through June 30<sup>th</sup> 2020."

**Meyer - yea, Carpenter - yea, Bolin - yea, Ronnegard – yea, Graham - absent  
4 yeas, 0 nay, 1 absent; Motion passed.**

**J. AUDIENCE PARTICIPATION ~ None**

**K. BOARD MEMBERS COMMENTS**

**Meyer** – Thank you everyone for coming.

**Carpenter** – My term is up in March, so I'll be looking for someone to fill a seat.

**Ronnegard** – Thank you for all of your hard work.

**Bolin** – Kelsey Appleton reached out to me about a seat on the board and I steered her in the direction of Administration. And thank you everyone.

- L. EXECUTIVE SESSION** – Did not go into Executive Session
  - 1. CEO Evaluation

**M. ADJOURNMENT**

**M/Ronnegard S/Bolin** “I move to adjourn”

**Greg Meyer** declared the meeting adjourned at 7:20pm.

**Prepared by: Faith Wheeler-Jeppson**

## ADMINISTRATIVE REPORT TO THE BOARD

Randall Draney, CEO

February 27, 2020 Board Meeting

### LTC and Life Safety Survey

Surveyors from the State were here in January. We are waiting for their written report. Hopefully the reports will be received in time to be presented at the February board meeting

### Financial Statements

The January financials will be handed out at the board meeting.

### Maintenance Problems

The elevator is out of commission, maybe for another month. We have the OTIS repair folks here and are saying we need another pump, which doesn't exist due to the age of the elevator. So..they will need to re-plumb pipes to accommodate a new pump.

The recent snow and rain combined to raise the water in the back of the hospital to about 8 inches of getting up to the lower level floor. Malvin and staff, with help of a city excavator, were able to dig a ditch that goes directly into the pond. A pump was also used to bring the water level down.

# Cordova Community Medical Center Statistics

JANUARY, 2020

31 Jan 28 Feb 31 Mar 31 Apr 30 May 31 Jun 30 Jul 31 Aug 31 Sep 30 Oct 31 Nov 30 Dec 31

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Cumulative Total	Monthly Average
<b>Hosp Acute+SWB Avg. Census</b>														
FY 2020	3.4												3.4	3.4
FY 2019	3.5	1.6	1.2	1.4	1.2	1.1	2.4	3.3	3.3	3.2	4.0	4.3	30.4	2.5
FY 2018	6.4	4.4	4.6	2.8	1.1	1.8	2.1	1.5	2.1	2.0	2.3	2.6	33.6	2.8
<b>Acute Admits</b>														
FY 2020	2												2	2.0
FY 2019	6	0	2	4	2	1	3	6	4	2	3	3	36	3.0
FY 2018	12	4	5	4	1	4	5	3	2	0	4	3	47	3.9
<b>Acute Patient Days</b>														
FY 2020	5												5	5.0
FY 2019	33	0	6	12	7	4	13	10	12	3	10	11	121	10.1
FY 2018	32	8	18	9	2	10	16	6	5	0	8	11	125	10.4
<b>SWB Admits</b>														
FY 2020	1												1	1.0
FY 2019	2	2	0	0	0	0	3	0	0	2	1	1	11	0.9
FY 2018	2	1	0	0	0	3	1	1	1	0	0	1	10	0.8
<b>SWB Patient Days</b>														
FY 2020	99												99	99
FY 2019	75	44	31	30	31	30	61	93	86	95	109	121	806	67
FY 2018	166	116	124	75	31	43	50	41	57	62	60	70	895	75
<b>CCMC LTC Admits</b>														
FY 2020	0												0	0.0
FY 2019	2	1	1	0	0	0	0	0	0	0	1	0	5	0.4
FY 2018	2	0	0	2	0	0	1	0	0	0	0	1	6	0.5
<b>CCMC LTC Resident Days</b>														
FY 2020	310												310	310
FY 2019	299	278	308	300	310	300	280	310	300	310	300	303	3,598	300
FY 2018	303	278	310	295	310	286	309	310	300	310	300	304	3,615	301
<b>CCMC LTC Avg. Census</b>														
FY 2020	10.0												10.0	10.0
FY 2019	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	120.0	10.0
FY 2018	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	120.0	10.0
<b>ER Visits</b>														
FY 2020	36												36	36
FY 2019	31	41	47	54	60	55	68	81	64	43	22	28	594	50
FY 2018	46	43	60	46	54	57	78	54	52	33	38	30	591	49

# Cordova Community Medical Center Statistics

JANUARY, 2020

31 Jan 28 Feb 31 Mar 31 Apr 30 May 31 Jun 30 Jul 31 Aug 31 Sep 30 Oct 31 Nov 30 Dec 31

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Cumulative Monthly
<b>Outpatient Registrations w/ER</b>													
FY 2020	183												183
FY 2019	144	168	170	374	254	202	241	263	206	213	181	199	2,615
FY 2018	162	158	213	301	235	176	204	198	152	159	147	128	2,233
<b>PT Procedures</b>													
FY 2020	309												309
FY 2019	443	386	438	440	381	358	305	352	294	295	321	311	4,324
FY 2018	370	221	184	215	295	281	271	408	334	400	424	333	3,736
<b>Lab Tests</b>													
FY 2020	252												252
FY 2019	330	356	198	361	423	244	366	473	378	310	392	406	4,237
FY 2018	352	290	339	208	269	244	358	269	215	236	285	267	3,332
<b>X-Ray Procedures</b>													
FY 2020	47												47
FY 2019	44	52	83	88	86	98	94	79	77	59	59	46	865
FY 2018	67	36	58	29	50	59	71	63	39	53	30	30	585
<b>CT Procedures</b>													
FY 2020	12												12
FY 2019	13	12	13	15	26	11	24	35	21	6	12	19	207
FY 2018	14	7	16	7	7	14	18	21	9	8	0	0	121
<b>CCMC Clinic Visits</b>													
FY 2020	186												186
FY 2019	162	161	144	178	250	205	247	252	207	360	183	173	2,522
FY 2018	206	183	203	176	219	190	170	236	241	270	201	152	2,447
<b>Behavioral Hlth Visits</b>													
FY 2020	153												153
FY 2019	62	98	69	60	89	86	82	61	101	148	112	107	1,075
FY 2018	111	98	127	114	112	99	126	111	35	84	95	64	1,176
<b>Retail Pharmacy Scripts</b>													
FY 2020	1,131												1,131
FY 2019	1,047	956	1,198	1,135	1,184	1,142	1,270	1,232	1,218	1,148	1,025	1,216	13,771
FY 2018	864	752	969	1,002	1,072	1,020	1,093	1,047	869	1,150	984	1,048	11,870

To: CCMC Authority Board of Directors  
From: Kelly Kedzierski, RN  
RE: February 2020 Nursing Update

- Staffing:
  - We have 6 permanent nursing staff and 4 traveler nurses.
- Census:
  - LTC census is 10. Currently, we have 2 swing bed occupied.
- The ongoing challenges:
  - We hold monthly Nursing staff meetings. We address many different topics in these meetings with patient safety being the key focus.
  - We have been doing chart audits daily. This is going great with excellent response from the nursing staff if and when we find errors that need correction.

Kelly Kedzierski, RN

CNO

To: CCMC Authority Board of Directors  
From: Kelly Kedzierski, RN  
RE: February 2020 Quality Improvement Report

## **Quality Improvement**

The CCMC team is continuously and consistently working hard to build a healthcare system that focuses on keeping our community healthy, provides appropriate and timely access to excellent healthcare, and provides the right care, at the right time, in the right place, all the while promoting focused improvement.

Currently we are meeting on a monthly basis. The last Quality meeting was held on January 24<sup>th</sup>, 2020 where we discussed:

- Activities ongoing:
  - Environmental Services deep clearing and terminal cleaning dashboard for tracking.
  - Environment of care rounds are ongoing.
  - Maintenance updating forms and logs, oxygen/vacuum unit maintenance, safety dashboard.
  - Nursing daily chart audits have been successful in viewing proper charges and documentation. This is ongoing.
  
- Our next Quality meeting will be held on February 26, 2020.

To: CCMC Authority Board of Directors  
From: Kelly Kedzierski, RN  
RE: February 2020 Infection Prevention

## **Infection Control**

- The last meeting was held on January 31<sup>th</sup>, 2020. Our next meeting will be on April 8<sup>th</sup>, 2020.
- In the last meeting we discussed the need to assess our Incident Action Plan in the event of Infections Disease outbreak.
- CCMC then held another meeting on February 6<sup>th</sup> with CCMC's Infection Prevention Committee, A few members from Ilanka and the city of Cordova's Emergency Operations Manager.
- CCMC participated in a state wide "Situational Awareness" call with the State of Alaska on February 6<sup>th</sup>, 2020 and February 20, 2020 and will continue to be on these regularly scheduled calls for as long as they are having them.

## **Fun Facts:**

### **How COVID-19 Spreads**

Current understanding about how the virus that causes coronavirus disease 2019 (COVID-19) spreads is largely based on what is known about similar coronaviruses.

#### **Person-to-person spread**

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet)
- Via respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- **Spread from contact with infected surfaces or objects** -It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

#### **CDC Recommends**

- While the immediate risk of this new virus to the American public is believed to be low at this time, everyone can do their part to help us respond to this emerging public health threat:
- It's currently flu and respiratory disease season and CDC recommends getting a flu vaccine, taking everyday preventive actions to help stop the spread of germs, and taking flu antivirals if prescribed.

- There is currently no vaccine to prevent coronavirus disease **2019 (COVID-19)**. The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:
  - Avoid close contact with people who are sick.
  - Avoid touching your eyes, nose, and mouth.
  - Stay home when you are sick.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
  - Follow CDC's recommendations for using a facemask.
    - CDC does **not** recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
    - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for [health workers](#) and [people who are taking care of someone in close settings](#) (at home or in a health care facility).
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
  - Always wash hands with soap and water if hands are visibly dirty

CCMC Authority Board of Director's February 2020 Report  
February 20, 2020  
Clinic & Ancillary Services  
Tamara Russin

### **Clinic**

Laura Henneker completed her Certified Medical Examiners registry in January and can now administer CDL physical exams. Laura is the third provider in Cordova that can offer this service and patients are grateful for this service.

Dr. Gifford, the pediatrician, was here February 14. His next visit will be the second week of May. He has established regular patients and is able to follow up with them in person and via phone. Additionally, he continues to be a great asset to our providers and patients and always makes himself available for questions and concerns.

The CPAP technician will be here February 25 & 26 and we have five patients scheduled for new CPAP set up. Sleep studies are done as ordered by both Clinics.

The Safety Committee requested all CCMC employees get fitted for protective masks to be prepared for any situation requiring PPE to be worn by staff members. The Clinic nurse completed those fittings. Clinic staff is following recommended procedures for screening patients that present to the Clinic with flu-like symptoms following the outbreak of Novel Coronavirus in China.

### **Lab/Radiology/PT**

Jeff Bailey is filling in for the full-time traveler in the Radiology department while she is gone for a week this month. He is willing and able to fill in as needed until seine season begins.

Laura Paulik is onsite this month and next, working on the Quest interface as well as covering the lab while the full-time traveler is out for three weeks. The people working on the project from Evident and Quest have been very responsive and Laura has done a great job getting information to them to move the project forward.

Additionally, the Lab is now tied electronically to the State of Alaska mandatory testing office so that positive flu results (the only reportable test done onsite) are automatically sent to their office. This eliminates the old process of reporting via paper and ensures notification is not overlooked.

PT continues to be a busy department. We are beginning to review resumes to bring a traveling PT to CCMC to help with current workload. This winter has been a busy one for Cordovans who need rehab following surgeries in addition to regular referrals and ongoing patients. There is currently a waitlist and Angela is using a referral form that helps her prioritize patient needs in consult with the referring provider.

# Memorandum

To: CCMC Authority Board of Directors

From: Quality Management Committee

Subject: Adm 802 – Board Interaction with CCMC Staff policy

Date: 2/21/2020

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## Background.

In July 2016 the HSB unanimously passed a motion directing the Board Chair to work with staff to create a Communications with Staff policy. The HSB Chair, CEO and CCMC Attorney's worked in conjunction to create a policy that would restrict inappropriate communications between the Board and CCMC Staff. This policy's intent was to direct all CCMC employees to use the internal chain of command to discuss issues related to their employment, including compensation, evaluations, discipline, work load, and work environment, also restricting employees from contacting members of the Board regarding any grievance or personnel matters, as these matters are not the responsibility of the Board.

At the Regular October 2016 HSB Meeting, the members present unanimously passed the current ADM 802 Board Interactions with Staff policy.

In 2019 the Board of Directors reviewed the current policy and felt it to be too restrictive. The Board Vice-Chair sent recommended changes to be made to the existing policy to make it less restrictive and allow for the Board and Staff to communicate.

At the QMC (Quality Management Committee) Meeting on Thursday, February 20<sup>th</sup> the following motions were made with unanimous consent.

Motion to recommend that the Board of Directors draft and approve a Board Communications policy with no restrictions regarding communications between staff and the Board.

Motion to recommend that ADM 802 Board Interactions with Staff policy be archived.

**Suggested Motion:** "I move that the CCMC Authority Board of Directors draft and approve a Board Communications policy with no restrictions regarding communications between staff and the Board, and archive the current ADM 802 Board Interactions with Staff policy."